How to Buy or Sell a Business	Client/ Date	
	Apply? Y or N	Comments/Response
Retirement?		
Partner/other owner dispute?		
Loss of interest?		
Illness or death?		
Competition?		
Losing money?		
Questions to the BUYER:		
What is your real motive?		
Experience to manage people?		
Experience to manage marketing and operations?		
To make more money?		
How much cash do you have to put down?		
How much money to you need to live on or to break even?		
What is your personal credit?		
vvnat is your ability to raise capital?		
verial is you ability to market?		
Critical Considerations:		
Timing.		
Preparation.		
Arriving at a sale/buy price.		
Finding a buyer (if selling).		
Preparation:		
Tax liability?		
Setting a price (real numbers vs tax returns).		
Need to see 3-5 years financials and tax returns to establish earnings.		
Need interim financial statements from end fo fiscal year to as close		
to today as you can get.		
Financial projections based on what the business could do.	i	
Valuation report (not just appraisals).		
Personnel (organizational chart, job descriptions, rates of pay, who is		
All financial problems explained		

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comments/respons	TOTAL				
	< >: =				
	Charles.				
	Anniv?				

A >>> :: : : : : : : : : : : : : : : : :	Arriving at a price review (What exactly are you buying or selling):		
		Y or N	. 6.44.
		Comments/Response	

Suppliers.	Competitors.	Environmental.	Legal Issues.	Taxes.	Patents.	Marketing.	Personnel.	Leases.	Loans.	Accounts Payable.	Furniture & Fixtures.	Machinery & Equipment.	Real Estate.	Inventory.	Accounts Receivable.
		×													

Determining sales price:

Value of Franchises.	Value of Leases.	Value of Assets.	Future Profit Potential.	Economic Conditions.	Market Demand.	Employee Moral.	Accuracy of Financials.	General Condition.	Profit History.
						:			

Negotiations:

Introductions to Suppliers and Customers.	Ability to Get Rid of Unwanted Employees.	Management willing to stay on?	Tax Consequences of the Buyer and Seller.	Tradeoff Between Cash at Closing and Terms.	Special Circumstances of Buyer or Seller.	
			0			

		agreements, contingent liability a
		mortgages, security agreements, UCC filings, financing statements, loan agreements, covenant not to compete agreements, employement
		Legal Documents:
		Escrow Agreements.
		(Legal, points, guarantee fees, appraisals,& environmental).
		Closing Costs-Who Pays?
		The Closing:
		Non-Compete Clauses.
		vvarranties on little, Contracts, Taxes, Legal, Liabilities, and Leases.
		Bulk Sales Act Reporting.
		Pass All Inspections.
		Offsets of the Purchase Price Against Undisclosed Liabilities.
		valuation of Accounts Receivable and Inventory at Closing.
		How Operations Will Be Conducted Until Purchased.
		Equipment, Furniture, Fixture List.
		Assets and Liabilities that go with it.
		and how financed.
		Price-Components of the Price (down payment; allocationsof the price
		Purchase and Sales Agreement Outlines:
		Appraisals.
		Environmental.
		Financing.
		Offer subject to:
		Comit ayillerit, Collateral, Ability to Repay, and Projections.
		Down Daymont Collection Ability to Descript and earning ability).
		Venture Capitalist (ischalls part tables with the capitalist (ischalls part tables with the capitalist capitalist).
		Seller Financing.
		Commercial Loans & Commercial Mortgages.
		Financing:
Comments/Response	Apply?	